



## REGULAR MEETING AGENDA

**Date:** 12/12/2016  
**Time:** 6:30 p.m.  
**Menlo Park Library**  
**Lower Level Meeting Room**  
**800 Alma Street, Menlo Park, CA 94025**

**A. Call To Order**

**B. Roll Call**

**C. Public Comment**

Under "Public Comment," the public may address the Commission on any subject not listed on the agenda. Each speaker may address the Commission once under Public Comment for a limit of three minutes. Please clearly state your name and address or political jurisdiction in which you live. The Commission cannot act on items not listed on the agenda and, therefore, the Commission cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

**D. Presentations**

- D1. Presentation on library user demographics, by Commissioner Badgley and Staff Szegda -- 20 minutes

**E. Regular Business**

- E1. Accept the commission meeting minutes from November 14, 2016 ([attachment](#)) - 5 minutes
- E2. Discuss changing Library Commission meeting date to third Monday of the month, so as to not conflict with Bicycle Commission meetings -- 5 minutes
- E3. Discuss current status and recommendations stemming from library space needs analysis for main library -- 20 minutes.
- E4. Programming and planning update from "Library Café & Conversations" (working title) evening series subcommittee -- 10 minutes
- E5. Update from Belle Haven library service needs and community partnerships subcommittee -- 15 minutes
- E6. Update on programming ideas aimed at older adults, by Commissioner Bramlett -- 5 minutes

- E7. Continue progress towards 2016-17 Commission Work Plan goals and Priorities. Discuss commission priorities that dovetail with Library Strategic Plan goals. Identify ways to better “join forces” towards the goal of helping to implement the library strategic plan -- 10 minutes
- E8. Discuss library commission succession planning -- 5 minutes

## **Reports**

- F1. Staff liaison report ([attachment](#)) – 5 minutes
- F2. Informal Commissioner reports -- 5 minutes

## **G. Informational Items**

- G1. Informal commissioner sharing of audio/digital/print books currently reading -- 5 minutes
- G2. Collect future agenda items - 5 minutes

## **H. Adjournment**

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## REGULAR MEETING MINUTES - DRAFT

**Date:** 11/14/2016

**Time:** 6:30 p.m.

**Senior Center**

**100 Terminal Ave., Menlo Park, CA 94025**

### **A. Call to Order**

Chair Bramlett called the meeting to order at 6:34 p.m.

### **B. Roll Call**

Present: Bramlett, Badgely, Lemons (6:40), Race

Staff: Nick Szegda, Assistant Director of Library Services

### **C. Public Comment**

There was no public comment.

### **D. Presentations and Proclamations**

#### **D1. Presentation on library services to aging populations by Chair Bramlett**

Chair Bramlett made a presentation on library services to aging populations. Included were guidelines and checklists for such services produced by the American Library Association. The discussion that followed included a review of the library's current services to aging populations. Chair Bramlett noted that some nearby cities have been designated as "age friendly". She will check on library services in those cities so designated and report back. Szegda and Badgley noted that there may be a way to look at the demographics of library users and see if there were any trends or deficiencies that could be revealed. Bramlett will gather more information and report back to the committee.

### **E. Regular Business**

#### **E1. Accept the minutes from October 10, 2016**

**ACTION:** The meeting minutes were accepted as written.

#### **E2. Update on Space Needs Study and Library Strategic plan SMARTgoal 1.3: Conduct a library service needs assessment for the Belle Haven neighborhood and determine service and facility needs for the Belle Haven Branch Library, by staff liaison.**

Szegda reported that the funds for the Belle Haven library needs assessment have not yet been budgeted. Szegda suggested that the Connect Menlo study might have a lot of useful information about in it pertaining to the neighborhood's need for services.

- E3. Discuss ways to increase partnerships, engagement and communication with Belle Haven community. Also discuss immediately actionable ways to better meet the community's needs for access-to-information, life-long learning, and literacy.

Commissioners discussed forming a subcommittee that would focus on the studying the library needs of the Belle Haven community, and exploring ways to see that those needs are met.

**ACTION:** A subcommittee of Bramlett, Lemons and Race will be formed to discuss ways to increase partnerships, engagement and communication with Belle Haven community with the goal of finding ways to better meet the community's needs for access-to-information, life-long learning, and literacy. Motion Cebrian, second Badgley, passed unanimously.

- E4. Update on City Council Work Plan, as it pertains to library-related priorities, and update on citywide communication team (and library representation on team), by staff liaison

Szegda discussed the library related items on the City Council's current workplan. He also shared with the Commission the City's marketing process.

- E5: Discuss ways to increase outreach to young technology professionals, and build their partnership and engagement in programming and initiatives

Commissioner Badgley shared his research into this demographic group: 4000 people aged 25-34 live in Menlo Park, although that number may rise during the workday, when 15,000 people commute into the city. He found anecdotal evidence that this demographic would appreciate more programs that were targeted to adults only (as compared to family events), and that this demographic group was more transient than some others (the average length of stay in Menlo Park was 4 years). Marketing to this group would mean tweaking the library's message to appeal to the things they were interested in. More research into the demographics of library users and non-users would be useful. Szegda and Badgley will attempt to bring back more information to the next Commission meeting.

- E6: Update on Science Café pilot and Science month.

Subcommittee of Race and Cebrian reported that they are planning a Science Café series consisting of 3-5 events, beginning at the end of January/beginning of February. Efforts will be made to schedule the Science cafes on a regular, recurring day and time. Brainstorming topic ideas and series name will occur, and the subcommittee will report back.

- E7. Discuss changing Library Commission meeting date to third Monday of the month, so as to not conflict with Bicycle Commission meetings.

**ACTION:** Tabled until there is a full complement of Commission members in attendance

- E8. Continue progress towards 2016-17 Commission Work Plan goals and Priorities. Discuss commission priorities that dovetail with Library Strategic Plan goals. Identify ways to better “join forces” towards the goal of helping to implement the library strategic plan

Commissioners discussed the overlap between their work plan and the library’s new strategic plan.

- E9. Collect commissioner input into library policies and procedures

Chair Bramlett submitted her suggestions for changes to the library’s policy statements that Szegda had distributed at an earlier meeting. Szegda noted that the updating of policies and procedures is ongoing, and that Commissioners could submit their suggested edits to him.

## **F. Reports and Announcements**

- F1. Staff liaison report

The weekly Off the Grid food truck event is not coming to the library’s parking lot in the near future.

Past events: Comicon had 397 attendees, Pumpkin decorating was fully booked and had a waiting list of 60, YA Scifi/fantasy author panel (a collaboration with Kepler’s) had 70 attendees, adult coloring, HICAP Medicare seminar, adult coloring, Family Fun Fridays at the Belle Haven branch.

Upcoming events: Science Night November 17, Western Ballet presentation of the Nutcracker November 18. Library closing at 5PM on 11/23, closed Thursday and Friday 11/24 + 11/25. Library events (and storytimes) taper off in December.

Noll and Tam (an architectural firm) has begun their data collection for the Space needs study at the main branch. Staff has given them the library’s strategic plan, and has submitted a “wish list” of space requirements that included multiple small and group meeting rooms, performance and storytime spaces, display shelving near the entrance, natural light in basement work spaces, improved staff work areas, more storage, and compact or reconfigurable shelving. Noll and Tam will be seeking the input of library staff and support agencies at a November 30<sup>th</sup> meeting.

- F2. Informal Commissioner reports

Commissioner Lemons reported that she encountered strong neighborhood interest in library services while canvassing in the neighborhood in October.

## **G. Informational Items**

- G1. Informal commissioner sharing of audio/digital/print books currently reading

Badgley – A Brief History of Seven Killings by James, Bramlett -- The Man in the High Castle by Dick, When Breath Becomes Air by Kalanithi, Szegda – The Girl with All the Gifts by Carey,

Cebrian – Lilac Girls by Kelly, Salt to the Sea by Sepetys, Race – The Brothers Vonnegut by Strand, American by Choice by Schreiber

**H. Adjournment**

Chair Bramlett adjourned the meeting at 8:23 p.m.



## STAFF REPORT

### Library Commission

**Meeting Date:** 12/12/2016

**Staff Report Number:** 16-014-LC

**Informational Item:** Library Staff update and announcements

### Recommendation

Staff recommends that the Commission receive the staff update and announcements.

### Policy Issues

City Policies are not affected.

### Background

#### I. Library Strategic Plan

The strategic plan was presented to library staff on 11/29 and was greeted enthusiastically. Now the hard work of meeting the SMART goals begins in earnest. The complete plan is still awaiting branding from the City's marketing team, and will be released to the public as soon as that is complete.

#### II. Programming and Events

Past events: Science Night was good fun, with 200+ in attendance (a little lighter than previous iterations, but still very respectable). The Nutcracker performance on the following night had 257 in attendance. The Friends of the Library had their quarterly sale on 12/3, Printmaking for Adults was on 12/6, and the Spontaneous Combustion storytellers were here on 12/10.

Upcoming events: Mystery Readers meet Wednesday, 12/21 at 7:15. Guitarist Carlos Pavan will be performing classical Argentinian music on Wednesday, 12/28 (he will be providing background music for our monthly Knitting meetup which will be occurring at the same time!)

#### III. Space Needs Study at Main

Noll and Tam presented their preliminary results to library support group representatives, power users and staff on 11/30. There was a lot of good feedback that was collected. The City Manager, Assistant City Manager, and the Director of Public Works were also in attendance. The final version of the study is scheduled to be presented to the Council in January.

#### IV. Meetings of Note

Project Read Literacy Partners meets 12/20 from 7-9 at the Main library. Thursday, 12/15 at 7PM is the end of term party for the adult English learners at the Belle Haven branch. City Council re-org is tomorrow (12/13) at 7PM.

### Analysis

Analysis is not required.

### **Impact on City Resources**

There is no impact on City resources.

### **Environmental Review**

Environmental review is not required.

### **Public Notice**

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

### **Attachments**

None.

Report prepared by:

Nick Szegda, Assistant Director of Library Services